

~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, D/GG
Chief, D/GC
Chief, D/GL

DATE: 31 May 1960

FROM : Ch/G/RR

SUBJECT: Indication of Affiliation by GRA Personnel in Attendance at Professional Meetings or Conferences

1. GRA, as well as other Agency personnel in attendance at various professional meetings, conferences, institutes, symposia, etc., are repeatedly faced with the problem of answering questions regarding their place of employment or the nature of their work. Most meetings ask for such information so that it may be used in publishing a list of persons attending the meetings, and casual conversations often lead up to the matter. The overriding need of Agency personnel to avoid any unnecessary disclosure of their connection with CIA creates a situation which requires a good deal of care and discretion, and for which there is only general guidance available. There is no specific regulation which clearly defines procedures to be followed in this matter. The following guidance is but an interpretation of what we understand the position of the Security Office to be in these matters at the present time, and may be used in connection with attendance at non-international meetings held within the United States.

2. Five examples of cover or designation of affiliation are listed below. It is pointed out that a cover or affiliation that may be acceptable in one instance is not necessarily usable in another, as Security requirements vary with the nature and complexion of the particular meeting that is to be attended. The cover of affiliation proposed for use at any meeting must be checked out with Security through St/A/RR in each instance in order to assure its appropriateness.

a. Agency

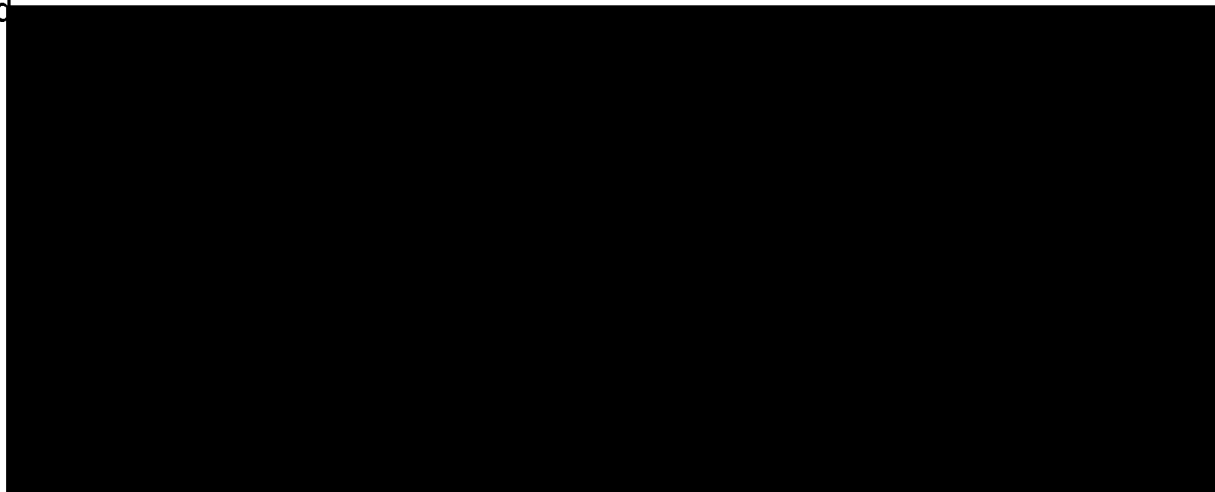
A number of overt Agency employees are permitted to use CIA as an affiliation in many instances, if they so desire. It is emphasized, however, that in so doing they are widening the area in which their connection with CIA is known and this may in turn materially affect eligibility for certain kinds of TDY and for PCS assignments that may be proposed in the future.

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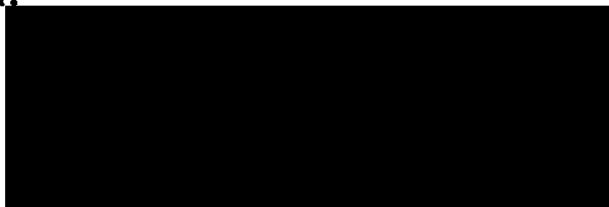


d. Home Address

The designation of home addresses on registration forms and identification labels is used by non-intelligence governmental personnel and by others connected with private institutions and by persons having no direct connection with any organization. It is, therefore, less conspicuous than the designation U. S. Government and is probably the most satisfactory for use by most GRA employees while attending meetings and conferences. Even so, contacts at the meetings will lead to situations where care must be used in defining one's employment or organizational affiliation.

e. Other Legitimate Affiliation

Any other legitimate and properly backstopped affiliation with a non-governmental institution may be used, especially if there is any connection between the work of the institution and the purpose of the meetings. This kind of cover is probably the best of those listed here but it is, unfortunately, not available to most GRA employees as they seldom engage in outside activities which would establish such a connection.



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